

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per 2 7

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| **Piece and criteria** | **My Mark and Explanation** |
| Poster #1:  -Visuals (5) -Job title(s) (2)  -Training (10) -Salaries (3)  -Ads (10) -Job Description(10) |  |
| Poster #2:  -Visuals (5) -Job title(s) (2)  -Training (10) -Salaries (3)  -Ads (10) -Job Description(10) |  |
| Poster #3:  -Visuals (5) -Job title(s) (2)  -Training (10) -Salaries (3)  -Ads (10) -Job Description(10) |  |
| Poster #4:  -Visuals (5) -Job title(s) (2)  -Training (10) -Salaries (3)  -Ads (10) -Job Description(10) |  |
| Resume #1:  -Layout/organization (5)  -Training and education (10)  **-proofread extremely carefully** |  |
| Resume #2:  -Layout/organization (5)  -Training and education (10)  **-proofread extremely carefully** |  |
| Cover letter #1:  -Layout (5)  -Introduce self, how found, identify position (3)  -How you fit job (5)  -Request interview/thanks (2)  **-proofread extremely carefully** |  |
| Cover letter #2:  -Layout (5)  -Introduce self, how found, identify position (3)  -How you fit job (5)  -Request interview/thanks (2)  **-proofread extremely carefully** |  |
| Reflection:  1-4 Not meeting expectations  5-6 Minimally meeting  7-8 Meeting expectations  9-10 Exceeds expectations |  |
| **Grand total marks:** | **/230** |

Teacher’s comments:

Purposes of this assignment:

* To show skill in using Word for text and image handling
* To show knowledge of some careers in Information Technology
* To demonstrate ability to use Word for practical, real-world-type applications
* To develop job-hunting skills (resume creation, cover letters, finding and reading job listings)
* To demonstrate understanding of different uses of Information Technology in the workplace.